



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
DIVISION OF SAGAY CITY

FEB 25 2025

DIVISION MEMORANDUM

No. 152, s. 2025

**EMPOWERING EDUCATORS: CAPACITY BUILDING THROUGH RESEARCH**

To: Assistant Schools Division Superintendent  
Chiefs - CID and SGOD  
Public Schools District Supervisors  
School heads  
All Other Concerned

1. In reference to Regional Memorandum No. 648, s. 2022, titled New Guide in Writing and Evaluating Action/Basic Proposal, RM No. 115, s. 2024 titled Updated Guidelines in the Educational Innovation Showdown, and RM No. 329, s. 2023 titled Adoption of the Regional Research Agenda and Quality Control Checklist Expanded Rubrics in Appraising Completed Action/Basic Research, this Division Memorandum convey to the field the conduct of *Empowering Educators: Capacity Building Through Research* on February 26-28, 2025 at Nature's Village Resort, Talisay City.

2. Attached to this Memorandum is the list of participants that will also serve as reference to their travel order.

3. This activity aims to:

- re-visit the old template/structure and review sections where there are revisions and familiarize the new template for their technical assistance to writers;
- equip the participants with the knowledge and skills on content or parts of the action/basic research and innovation proposal as it is arrange in logical order and connect to the related succeeding process;
- manage checking/appraising completed research using the quality control checklist expanded rubrics.

4. The following expenses for this activity is presented below, which are all subject to the usual accounting and auditing rules and regulations:

Expenses/ Particulars	Participants	Amount	Source of Fund
Registration Fee: Board and Lodging, transportation and other incidental expenses	School Heads & teaching personnel	Php 4,793.00	School MOOE
Board and Lodging, training materials, and transportation expenses	Related - teaching participants & Project Management Team		Division HRD Fund

5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.




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6. The widest and immediate dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**

9 Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent 



Encl: as stated  
References: RM No. 648, s.2022; RM No. 329, s. 2023; RM No. 115, s. 2024  
No. of Pages: 3

To be indicated in the Perpetual Index under the following subjects  
RESEARCH INNOVATION GUIDELINES

*SGOD.Research & Innovation*  
2/21/2025



Republic of the Philippines  
**Department of Education**  
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**DIVISION OF SAGAY CITY**

**CONDUCT EMPOWERING EDUCATORS: CAPACITY BUILDING THROUGH RESEARCH**

February 26 – 28, 2025

**LIST OF PARTICIPANTS**

Division/Related Teaching	School Heads	Teachers' Group
1. Araceli A. Craus	1.Dinah T. Tablan	1.Alfie V. Silva
2. Marlon L. Solivio	2.Decelyn C. Doletin	2.Lesser Loc
3. Romeo B. Santillan	3.Jerson F. Donasco	3.Russel Bustamante
4. Marilyn B. Gamboa	4.Heide Lumayno	4.Marites M. Martorillas
5. Glendame E. Flores	5.Al G. Tayoba	5.Harry Jey D. Jaravelo
6. Brenda C. Labangco	6.Jaypee E. Santillan	6.Francis Jay Jimera
7. Feliciano Mercurio Jr.		7.Edmar L. Baluado
		8.Aroebelle Pearl L. Pasamanero
		9.Genevieve F. Manglar
		10.Mary Grace V. Lee
		11.Fe N. Bayona
		12.Grace B. Alinicado
		13.Mesiel L. Arevalo
		14.Beryl C. Dulla
		15.Joy B. Fernandez
		16.Estele Nica Marie Dunlao
		17.Shuena Mie Sarita
		18. John Emmil V. Manait

Prepared By:

**Araceli A. Craus, PhD**  
SEPS-Planning & Research